



**OPERATIONS**

**STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

AETC Sup 1 to AFI 10-201, 1 July 1997, is supplemented as follows. This supplement is applicable to all 47 FTW units required to report SORTS.

1.5.3.1. Include 47 FTW/CP on proposals for denial.

1.5.3.3. Inform 47 FTW/CP of requests.

1.12.2. Additionally, the 47 FTW SORTS Manager will:

- Maintain original unit DOC statements and ensure all required coordination is annotated on it.
- Ensure units receiving errors are notified as soon as possible and, if necessary, provide assistance in correcting their database.
- Invite the POCs from Manpower Office, Personnel Ready Unit, and the Installation Deployment Officer to attend training meetings and provide them an opportunity to discuss current trends or other topics specific to their applicable areas.
- Ensure the training program is updated as necessary. The training program will be used to conduct and monitor all training.
- Ensure the locally tailored SORTS Assessment Guide is updated at least three months prior to a SAV. Distribute updated guides to unit monitors when necessary.

1.12.2.1. (Added) The 47 FTW/CP SORTS Manager is responsible for the collection and dissemination of SORTS data. The flow of SORTS data will be from the unit SORTS monitor to the unit commander for signature, through the 47 FTW/CP SORTS Manager to the wing commander for approval, and then through AETC AOS/AOC to DISA. The procedures for collection of the SORTS data are:

- Schedule monthly SORTS briefing through the wing commander's secretary (Wing reports are due to AOC NLT 2400L on the 28th of each month, unless directed otherwise.) A letter reflecting the scheduled date and time will be sent to all unit commanders.
- Send SORTS submission schedule letter to reporting units. The letter will contain the designated date and times that each unit will turn in their data, normally by the 20<sup>th</sup> of each month. Unit monitors will arrive at the designated time with the completed SORTS worksheets.

- 47 SPTG/LGSCR mobility section will provide each applicable SORTS reporting unit with mobility bags status NLT the 15th of each month.
- 47 FTW/CP SORTS Manager prepares the 47 FTW/CC monthly SORTS briefing using data collected from units. Upon approval, submit complete wing report through AETC AOS/AOC to DISA using the GCCS (primary) or AUTODIN (alternate).
- Download the wing's SORTS data from the AETC AOS/AOC GCCS home page NLT the 5th duty day of each month.
- Unit SORTS monitors will pick-up their EZ Read products from the CP NLT the 10th of each month
- The 47 FTW/CP primary/alternate SORTS Manager, in concert with the CP Training NCO will develop and administer the CP's initial and recurring SORTS manager's training program.
- 47 FTW/CP SORTS Manager will train all unit SORTS monitors. Unit monitors will contact CP to schedule initial training at time of appointment. Unit SORTS monitors must receive initial training prior to preparing unit report.
- ALL SORTS reporting units will maintain a continuity program identifying individual unit responsibilities. Maintain continuity binders using format specified in (Attachments 6 and 7 to AFI 10-201, AETC Sup 1).

1.12.3. Additionally, the Manpower Office will:

- Ensure POC memorandum is formatted according to Attachment 1. A new memorandum will be accomplished within five duty days of any changes to information. EXCEPTION: Actions involving removal of monitor's security clearance and or access to classified will be immediately provided to the 47 FTW/CP SORTS Manager, who will, in-turn, notify all applicable unit monitors.
- Send a representative to scheduled SORTS training meetings at least semiannually. An opportunity will be available to discuss current trends and other topics.

1.12.4. Additionally, the Personnel Office will:

- Ensure POC memorandum is formatted according to Attachment 1. A new memorandum will be accomplished within five duty days of any changes to information. EXCEPTION: Actions involving removal of monitor's security clearance and or access to classified will be immediately provided to the 47 FTW/CP SORTS Manager, who will, in-turn, notify all applicable unit monitors.
- Send a representative to scheduled SORTS training meetings at least semiannually. An opportunity will be available to discuss current trends and other topics.
- Document training when accomplished separately from the scheduled SORTS monitors' training. Also, provide a copy to the 47 FTW/CP SORTS Manager and applicable unit within five days.

1.12.6.1. Additionally, the IDO will:

- Provide a POC memorandum formatted according to Attachment 1. A new memorandum will be accomplished within five duty days of any changes to information. EXCEPTION: Actions involving removal of monitor's security clearance and or access to classified will be immediately provided to the 47 FTW/CP SORTS Manager, who will in-turn notify all applicable unit monitors.

- Send a representative to scheduled SORTS training meetings at least semiannually. An opportunity will be available to discuss current trends and other topics.

1.13.2 (AFI 10-201) Additionally, unit SORTS monitors will:

- Ensure Status Of Resources and Training (SORTS) Point of Contact letter and Authorization to Release SORTS letter are completed in the proper format (see Attachments 1 and 2 for format.)
- Along with the 47 FTW/CP SORTS Manager, review the worksheets together ensuring the worksheets are accurate and complete. Any minor errors or discrepancies will be corrected at that time by the unit monitor. Major errors or discrepancies (i.e. affecting C-levels, adding or deleting remarks, etc.) will be corrected by the unit monitor and will need to be briefed to and resigned by the releasing official.
- Thoroughly train replacement and alternate monitors, using AFI 10-201, AETC Sup 1, Laughlin AFB Sup 1, unit worksheets, and unit training outline. As a minimum, the training will ensure coverage of security (classification, storage, transporting, and markings), overall C-level measured area-level data, remarks, personnel substitution guidance, preparing and completing worksheets, common deficiencies of errors, reporting responsibilities, and commanders' responsibilities.
- Ensure critical personnel worksheet is completed monthly showing the unit's critical AFSCs.
- After the replacement and /or alternate are thoroughly trained by the unit monitor, the unit monitor will contact the 47 FTW/CP SORTS Manager and set up an appointment. The 47 FTW/CP SORTS Manager will ensure the person is thoroughly trained and knowledgeable by expanding on the completed unit training outline. The 47 FTW/CP SORTS Manager will then document the initial training. The 47 FTW/CP SORTS Manager and the unit monitor will maintain a copy of the completed training outline.

1.13.2.1. (AFI 10-201) Deliver completed (filled in to include remarks and appropriate signatures) and accurate (C-level and percentages) worksheets to the command post not later than the 20<sup>th</sup> of each month. If the 20<sup>th</sup> is a weekend or holiday, the worksheets are required the first duty day prior to the weekend or holiday.

1.13.2.2. (AFI 10-201) Provide a copy of training documentation to 47 FTW/CP SORTS Manager.

3.3.1. Changes in C-levels will be reported to the 47 FTW/CP SORTS Manager within eight hours.

Table 4.4 Note 4 (Added) (AETC) Access to the USAF WMP, Vol. 1 and AETC WMP III may be obtained by contacting 47 FTW/XPO, Wing Plans.

8.5.3.5. This applies to all applicable 47 FTW/XPE, Exercise and Evaluation Team exercises.

DAN R. GOODRICH, Colonel, USAF  
Commander

Date

MEMORANDUM FOR 47 FTW/CP

FROM: (Your Organization)

SUBJECT: Status of Resources and Training System (SORTS) Point of Contact (POC)

1. In accordance with AFI 10-201, AETC Sup Para 1.12.3, the following individuals are appointed as the SORTS POCs for the \_\_\_\_\_:

Designations	Rank/Name	SSAN	Clearance	Duty Phone
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PRIMARY

ALTERNATE

2. The above individuals have completed a Standard Form 312, Classified Information Nondisclosure Agreement.

\_\_\_\_\_  
Unit Security Manager

3. Information contained herein is subject to the Privacy Act of 1974, therefore it must be controlled and disposed of accordingly.

4. This letter supersedes previous letter, same subject.

\_\_\_\_\_  
Commander's Signature block

cc: Individuals  
Continuity Binder

Date

MEMORANDUM FOR 47 FTW/CP

FROM: (Your Organization)

SUBJECT: Authorization to Release Status of Resources Training System (SORTS)

1. The following are authorized to sign and release (Your Organization) SORTS report:

Rank/Name	SSAN	Clearance	Duty Phone	Signature
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2. The above individuals have completed a Standard Form 312, Classified Information Nondisclosure Agreement.

\_\_\_\_\_  
Unit Security Manager

3. Information contained herein is subject to the Privacy Act of 1974, therefore it must be controlled and disposed of accordingly.

\_\_\_\_\_  
Commander's Signature block

cc: Individuals  
Continuity Binder